

## Timing and Processes

### What Needs a College-Level Proposal (aka: CIM Proposal)

In general, any changes to the curriculum that will affect the university catalog requires a college-level proposal and approvals (CIM proposal). This includes changes to title, catalog description, credits, learning outcomes, and prerequisites, as well as any changes (ex. description, learning outcomes, required coursework) to programs (minors, majors, options, certificates, microcredentials). Small changes to a syllabus, such as changing assignments, assessments, resources, and the like typically do not require a college-level approval (but may need approval within the unit/discipline).

To the greatest extent possible, all CIM proposals should be coordinated internally early and throughout the process.

- The School Head should review program proposals with the Senior Associate Dean and the relevant Associate Dean (Undergraduate Programs and/or Graduate Programs) to assess financial and instructional impact; and to ensure that proposal meets university standards (non-approval step).
- It is highly recommended the originators meet with the respective academic head advisor (undergraduate or graduate) to evaluate impacts on program completion from a student perspective. For example, if the intent is to offer a new option targeted for specific majors, will course sequencing become an issue that potentially delays time to completion (non-approval step).
- Please let Carrie Stampe know if you need proposal help including finding current course or program information, course plan samples, course scheduling detail information, offering statistics, CIM system requirements, or possible impacted programs.

### Timing

**NEW PROPOSALS:** New courses and programs become effective the first term following Curriculum Council approval for which the seventh week of the current term has not yet begun, unless the specified start date of the course/program is later than the subsequent term.

**CHANGE OR TERMINATE PROPOSALS:** [OSU Catalog Year Policy](#) states that course changes, program changes, and program terminations go into effect the following catalog year. May 1 is the deadline for final approvals by the university for proposals to change courses or to alter or terminate academic programs. Those changes approved after the May 1 deadline become effective the catalog year following the upcoming catalog year. New courses and programs become effective the first term following their approval for which the seventh week of the current term has not yet begun, unless the specified start date of the course/program is later than the subsequent term. ***To help ensure that proposals to change courses or to alter or terminate programs meet the university's deadline, you are strongly encouraged to submit them in time for review at a curriculum committee meeting as listed below.***

**COB PROPOSAL SUBMISSION:** Proposals should be submitted three weeks prior to the faculty meeting to the appropriate faculty dean/s - Prem Mathew, Associate Dean of Undergraduate Student Development, or John Becker-Blease, Associate Dean of Graduate Student Development. The COB Academic Council and UPC/GPC will review proposals prior to presentations at COB Faculty Meetings.

## COB FACULTY MEETINGS 2024-2025

As it will be less likely to receive OSU approval for any other program changes or additions with the Undergraduate Core Education roll out in summer 2025, proposals submitted after the ➤deadlines below may be delayed to 2026-2027 review.

- Friday, September 20
- **September 20 deadline** – submission to UPC for program changes and Core Education class additions.
  - Friday, October 4 or October 11 - Curriculum Review Meeting
  - Friday, November 1
- **November 15 deadline** – submission to GPC for program changes.
  - Friday, December 6
- **December 15 deadline** – requests for sabbatical, research term changes, or other course load changes are due for AY2025-2026.
  - Friday, January 10
- **February 1 deadline** – submission to UPC/GPC for courses changes (ex: prerequisite, title). As it will be less likely OSU will approve any course changes received after February prior to summer or fall registration, late proposals may be delayed to the 2026-2027 review cycle.
  - Friday, February 7
  - Friday, March 7
  - Friday, April 4
  - Friday, May 2
  - Friday, June 6

## Committees

Defined in the Faculty Handbook located at: <https://business.oregonstate.edu/student-experience/resources/mycob>  
*Undergraduate (UPC)*  
*Graduate (GPC)*

The charge of these committees is to review, evaluate, and make decisions concerning appropriate action on Category I and II curriculum proposals, as well as changes to concentrations, in the college. More specifically, curriculum proposals to be reviewed by the committee include those pertaining to:

- Initiation or discontinuation of courses included in the curriculum
- New courses to be offered in the college
- Revision of courses offered by the college
- Revision of academic programs and curriculum (i.e., changes to majors, minors, concentrations, and certificates)
- New academic programs (degrees, majors, minors, options, concentrations, and certificates)

All of the above types of proposals must be approved by UPC and/or GPC committee before submission to COB faculty meetings for review.

## Curriculum Proposal Process

In general, CIM proposals require, in order:

- 1) Approval by the affected unit(s) (typically a discipline or school).
  - a. Approved proposals are communicated by the Program Lead to the School Head, UPC/GPC chairs, and Academic Associate Deans.
  - b. Submit plans at least three weeks ahead of the intended faculty meeting in which the proposal will be approved.
- 2) Approval by School Head(s) who review for budget and impact.
  - a. Academic Associate Deans are responsible for soliciting advisors' input and working with school heads to ensure scheduling impacts are considered.
  - b. Approved proposals are communicated by the School Head to the GPC/UPC chairs and Academic Associate Deans
- 3) Approval by the appropriate curriculum committee(s) (GPC and/or UPC).
  - a. Any slashed course requires GPC and UPC approval, even if the proposal only affects one area.

- 4) Approval by the COB Faculty (or designee).
  - a. Brought forth by GPC/UPC Chairs or designees.
- 5) Academic Associate Deans (or designees) enter proposals into CIM and are responsible for shepherding them through the approval process.
  - a. Proposal may be slightly altered through the CIM approval process based on feedback from various stakeholders. The Academic Associate Deans will bring any substantive challenges/changes to the appropriate stakeholder(s) within the COB.
  - b. Academic Associate Deans or designees will also confirm appropriate communications with the college's (and university's) marketing, communication, INTO, Ecampus, and other relevant stakeholders.
- 6) Approval by OSU Curriculum Committee.

In instances where a CIM proposal (a) only affects a single academic unit/discipline and (b) has unanimous support by all members of the affected academic unit/discipline, then the appropriate curriculum council(s) can act as COB faculty designees and, with a unanimous vote, approve CIM proposals. These are brought to the entire faculty as an information item. All other CIM proposals are brought to the full COB faculty for approval.

## Required Documents

Submission forms, templates, review processes and additional information are available by request, please contact Carrie Stampe.

### Course Proposals:

- Justification and Description Statement: Be clear on the nature of the proposed change (new or altering existing) and provide updated syllabi for all affected courses.
- Syllabus
  - all syllabuses must include the course description ([see OSU SOC](#))
  - University minimum requirements: <https://apa.oregonstate.edu/syllabus-minimum-requirements>
  - College Sample Template: <https://business.oregonstate.edu/student-experience/resources/mycob> navigate to "Instructional" section.
- Timeline:
  - New: first term of offer, plan for development of new course, minimum enrollment expectation
  - Change or Termination: last term of offer (graduation deadline for currently enrolled), allowable course substitutions

### Program Proposals:

- Justification Statement, including rationale for offering the program:
  - Determination of need for the program can include input from advisory boards, data on industry trends, etc.
    - If the primary demand for the program is internal to the college, rationale should include input from other college program coordinators. The intent is to ensure the new program does not dilute enrollments in existing programs.
    - If the primary demand for the program is internal to OSU, and expected from non-COB students (minor proposals, for example), rationale should include input from related-program faculty and departments.
    - If the primary demand for the program is external to OSU and intended to attract new students (i.e. an online program tailored to community college transfer students, or a hybrid program tailored to industry demand in Portland), rationale should include input and letters of support from community college or industry constituents.
  - Listing of similar programs within OSU, and at UO or PSU. The proposal should highlight the differences between existing programs and the proposed program.
- Program Title, Description, & Requirements ([see OSU SOC](#)) including sample course schedule
- Program Learning Outcomes
- Program Timeline, as applicable:

- New: first term of offer (admission timeline: freshmen vs transfer) and first possible graduation term, plan for development of new courses, minimum enrollment expectation for new program launch
- Change or Termination: last term of offer (graduation deadline for currently enrolled), allowable course substitutions
- Program Approval: Submit as minutes from a meeting indicating a vote of approval or an email. If you want to submit email documentation, the email must come from proposal originator or program director, and indicate that the program faculty have approved this curriculum proposal and copy the entire program faculty.

Program-level proposals that affect coursework may require updated syllabuses (e.g changing a capstone course typically triggers a course-level review), so be prepared.

As necessary, following COB faculty approval, the originator works with the relevant associate dean to:

- Develop an assessment matrix for the program
- Identify a list of program liaisons (internal to OSU)

## **Program Marketing**

Once the program proposal has received approval from the OSU Curriculum Council, the program may be marketed.

The Associate Deans will work with admissions offices regarding first time of availability/declaration.

The originator will work with COB MarComm to develop collateral materials for the program and website updates.

Internal students: The originator is expected to meet with corresponding academic advising teams to outline details of the new proposal and selling points (advisors regularly meet with internal OSU students). Program details will be included in materials that are distributed to Head Advisors across campus. Additional marketing efforts are the responsibility of the proposing unit.

External students: Program details will be included in materials that are distributed, and in presentations, by the COB recruiting teams. As with existing programs, the proposing unit will have opportunities to participate in recruiting efforts if they choose to do so.